

City Attorney's Office

Adopted Budget – FY 2005/06

City Attorney

ADMINISTRATION
Law Office Manager
Administrative Assistant

LITIGATION

Assistant City Attorney
Sr. Deputy City Attorney
Deputy City Attorney (3)
Investigator
Legal Secretary (3)

ADVISORY

Assistant City Attorney
Deputy City Attorney (3)
Legal Secretary (1)

City Attorney

Department & Division Descriptions

The City Attorney's Office represents and advises the City Council and all City officers in all matters of law pertaining to their offices. This includes prosecution on behalf of the people in criminal cases arising from violation of the City Charter or City ordinance; appearing for the City in all civil actions and appearing on behalf of any city officer or employee for any act arising of City employment or by reason of official capacity; attending all regular meetings of the City Council to provide advice; approving the form of all contracts, bonds, and insurance; and preparing all ordinances and resolutions of the City Council. The City Attorney's Office has two divisions, each supervised by an Assistant City Attorney: Litigation and Advisory.



Litigation Division

The Litigation Division handles all civil matters on behalf of the City and its employees and officials. In addition, it provides legal advice regarding personnel matters.

Advisory Division

The Advisory Division provides daily legal advice on all matters to the City Council and City officers. It prepares all ordinances, resolutions, opinions, contracts, leases, documents, and municipal code prosecutions. In addition, it handles all administrative citation processing and staffs the City Council, boards and commissions.

Ongoing Activities & Projects

- Provide legal advice to Redevelopment Agency and 13 city departments
- Manage and supervise daily operations of the City Attorney's Office
- Provide legal assistance regarding eight labor organizations and related personnel matters
- Attend, advise, and prepare for approximately 75 City Council, commission, and committee meetings
- Defend and prosecute all civil matters wherein the City is a party; including police matters, land use decisions, contract disputes, personnel grievances, automobile accidents, slip and fall injuries, and constitutional challenges
- Coordinate with outside attorneys and city's insurance adjuster on related legal matters
- Prosecute in the name of the People all violations of the City Charter and Municipal code
- Administer approximately 534 administrative citations and attend 82 hearings
- Implement case management software package
- Restructure law library into three additional offices and conference room
- Maintain closed matters offsite
- Managed addition of two Deputy City Attorneys
- Create and maintain a department annual report
- Update department's website on a regular basis



City Attorney
Adopted Budget - FY 2005/06
Department Budget Summary
All Funds by Object Account



DEPARTMENT

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
PERSONAL SERVICES							
Salaries, Permanent	1,189,338	1,121,824	1,244,155	1,351,133	1,403,633	1,626,863	20.41%
Salaries, Temporary	36,257	38,574	25,439	30,826	30,826	30,826	0.00%
Salaries, Overtime	293	1,760	743				
Benefits	262,534	268,212	340,441	355,327	377,827	536,571	51.01%
PERSONAL SERVICES	1,488,422	1,430,371	1,610,778	1,737,286	1,812,286	2,194,260	26.30%
OPERATING EXPENSES							
Utilities	91	558	770				
Equipment and Supplies	69,838	62,474	66,546	73,900	127,527	73,900	0.00%
Repairs and Maintenance	185	342		1,000	1,000	1,000	0.00%
Conferences and Training	12,442	6,436	11,926	14,500	14,500	14,500	0.00%
Professional Services	1,910,552	1,704,322	1,110,571	1,699,306	1,570,488	967,306	-43.08%
Other Contract Services	72,961	80,897	69,670	63,000	64,325	63,000	0.00%
Rental Expense	9,758		462				
Expense Allowances	5,723	4,958	6,046	6,000	6,000	6,000	0.00%
Other Expenses			448			2,000	
OPERATING EXPENSES	2,081,551	1,859,987	1,266,440	1,857,706	1,783,840	1,127,706	-39.30%
CAPITAL EXPENDITURES							
Improvements					80,000		
Equipment	16,835				15,000		
CAPITAL EXPENDITURES	16,835				95,000		
NON-OPERATING EXPENSES							
Transfers to Other Funds	350,000						
NON-OPERATING EXPENSES	350,000						
Grand Total(s)	3,936,809	3,290,358	2,877,218	3,594,992	3,691,126	3,321,966	-7.59%
General Fund	2,516,820	2,837,218	2,771,391	3,094,992	3,191,126	3,071,966	-0.74%
Other Funds	1,419,989	453,140	105,827	500,000	500,000	250,000	
Grand Total(s)	3,936,809	3,290,358	2,877,218	3,594,992	3,691,126	3,321,966	-7.59%

Personnel Summary	15.00	15.00	15.00	15.00	17.00	17.00	0.00
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City Attorney
Adopted Budget - FY 2005/06
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
City Attorney							
PERSONAL SERVICES							
Salaries, Permanent	1,087,529	1,121,824	1,244,155	1,351,133	1,403,633	1,626,863	20.41%
Salaries, Temporary	36,257	38,574	25,439	30,826	30,826	30,826	0.00%
Salaries, Overtime	293	1,760	743				
Benefits	245,222	268,212	340,441	355,327	377,827	536,571	51.01%
PERSONAL SERVICES	1,369,301	1,430,371	1,610,778	1,737,286	1,812,286	2,194,260	26.30%
OPERATING EXPENSES							
Utilities	91	558	770				
Equipment and Supplies	69,838	62,474	66,546	73,900	127,527	73,900	0.00%
Repairs and Maintenance	185	342		1,000	1,000	1,000	0.00%
Conferences and Training	12,442	6,436	11,926	14,500	14,500	14,500	0.00%
Professional Services	1,028,515	1,249,586	1,004,744	1,199,306	1,070,488	717,306	-40.19%
Other Contract Services	4,130	82,493	69,670	63,000	64,325	63,000	0.00%
Rental Expense	9,758		462				
Expense Allowances	5,723	4,958	6,046	6,000	6,000	6,000	0.00%
Other Expenses			448			2,000	
OPERATING EXPENSES	1,130,683	1,406,847	1,160,613	1,357,706	1,283,840	877,706	-35.35%
CAPITAL EXPENDITURES							
Improvements					80,000		
Equipment	16,835				15,000		
CAPITAL EXPENDITURES	16,835				95,000		
Grand Total(s)	2,516,820	2,837,218	2,771,391	3,094,992	3,191,126	3,071,966	-0.74%

Significant Changes

Mid year 2004/05, the City Council approved the hiring of two additional Deputy Attorneys by way of the transfer of budgeted professional services operating expenses into salaries and benefits. These positions will take over assignments previously contracted with outside legal counsel.

Permanent Personnel	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Change from Prior Year
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Sr Deputy City Atty/Litigator	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Deputy City Attorney III	3.00	4.00	4.00	4.00	5.00	5.00	0.00
Deputy City Attorney I	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Law Office Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Investigator	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Legal Secretary	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Total	14.00	15.00	15.00	15.00	17.00	17.00	0.00



City Attorney
Adopted Budget - FY 2005/06
Department Budget Summary
Other Funds by Object Account



OTHER FUNDS

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
Redevelopment-Legal							
PERSONAL SERVICES							
Salaries, Permanent	101,810						
Benefits	17,311						
PERSONAL SERVICES	119,121						
OPERATING EXPENSES							
Professional Services	882,037	454,736	105,827	500,000	500,000	250,000	-50.00%
Other Contract Services	68,831	-1,596					
OPERATING EXPENSES	950,868	453,140	105,827	500,000	500,000	250,000	-50.00%
CAPITAL EXPENDITURES							
NON-OPERATING EXPENSES							
Transfers to Other Funds	350,000						
NON-OPERATING EXPENSES	350,000						
Grand Total(s)	1,419,989	453,140	105,827	500,000	500,000	250,000	-50.00%

Significant Changes

Mid year 2004/05, the City Council approved the hiring of two additional Deputy Attorneys by way of the transfer of budgeted professional services operating expenses into salaries and benefits. These positions will take over assignments previously contracted with outside legal counsel.

Permanent Personnel	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Change from Prior Year
Deputy City Attorney III	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.00	0.00	0.00	0.00	0.00	0.00	0.00



City Attorney
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Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

Division / Business Unit	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
ATY City Attorney							
ATY City Attorney							
10015101 City Attorney Admin	1,546,247	1,585,044	2,565,558	3,094,992	3,191,126	3,071,966	-0.74%
10015301 Contract Legal Services	970,573	1,252,174	205,833				
ATY City Attorney	2,516,820	2,837,218	2,771,391	3,094,992	3,191,126	3,071,966	-0.74%
Other Funds							
30515101 Administration City Attorney	207,065	435,239	105,827	500,000	500,000	250,000	-50.00%
55215101 Administration City Attorney	119,121						
55215610 Liability/Insurance	1,093,803	17,901					
Other Funds	1,419,989	453,140	105,827	500,000	500,000	250,000	-50.00%
General Fund	2,516,820	2,837,218	2,771,391	3,094,992	3,191,126	3,071,966	-0.74%
Other Funds	1,419,989	453,140	105,827	500,000	500,000	250,000	-50.00%
Grand Total(s)	3,936,809	3,290,358	2,877,218	3,594,992	3,691,126	3,321,966	-7.59%